Revisions to the Refugee Arrivals Data System for Formula Funds Allocations (ORR-5)

Dear Colleague Letter 23-14   January 18, 2023

Dear Colleague:

This Dear Colleague Letter (DCL) describes changes to the Refugee Arrivals System (RADS) for Formula Funds Allocations (ORR-5), effective October 1, 2022.

The ORR-5 data provides invaluable information regarding populations enrolled in, Refugee Cash Assistance (RCA), Refugee Medical Assistance (RMA), and Refugee Support Services (RSS) and in receipt of, Refugee Medical Screening (RMS) services. This data makes a critical contribution to ORR's ability to assess cash and medical assistance utilization and the services provided.

I.   Notification

States must ensure that clients understand that information collected, such as their name, Alien number, date of birth, nationality, migration status, services utilized, English language ability, education level, and Family Self-Sufficiency Plan (FSSP) goals will be submitted to ORR.

II.   Timing of Base Funding Allocations and the Matching Process

To expedite the RSS allocation process, ORR is changing the timeline in which it matches state-submitted data against federal records. In FY 2023, ORR will use state-submitted data to determine RSS base funding prior to performing the match process. ORR will validate the data (such as checking it for duplicate Alien Numbers) prior to use for funding allocations.

Later each year, ORR will perform the traditional matching process with federal sources to reconcile the data submitted by the states. This reconciliation will then be used to determine allocations for RSS and set asides for the subsequent fiscal year. In instances where ORR over- or under- allocated RSS during the previous year, ORR will adjust its current year allocation (in this case FY 2024) based on the reconciled match data.

The shift to conducting the traditional matching in the subsequent fiscal year will allow ORR to issue a DCL announcing the full-year RSS base funding amounts earlier than previously issued which we hope is

helpful to states in their contracting and service planning for the coming year. In addition, this shift is necessary given current delays in data sharing from federal sources that support the match process.

It is important that states continue to submit quality data despite funding allocations being determined prior to performing a match process. State-submitted data will still undergo the traditional matching process, which will then be used to determine future funding allocations.

Based on recent reporting accuracy (over 95%), we anticipate any reconciliations to be minimal in the subsequent fiscal year.

The submission period for FY 2022 data closes on January 17, 2023, and on January 18, 2023, a snapshot of the submitted data will be taken and used for the reconciliation process to determine future RSS allocations.

III.   Updates to the Revised ORR-5

A. Revised ORR-5 data fields

ORR has expanded the ORR-5 to include additional data fields and has divided it into three sections. Section I includes demographic and service data. Section II includes questions regarding RSS FSSP primary goals and referrals, and Section III includes RSS FSSP follow-up questions to be administered 12 months after an individual has been enrolled into RSS.

The following table lists all the data fields by section and indicates which fields are included in both versions of the ORR-5 and which are new to the revised ORR-5.

Data Fields[1]	
Section I	
1. Alien Number	Both[2]
2. Principal Applicant (PA) Alien Number	New
3. Relationship to PA	Both
4. First Name[3]	Both
5. Middle Name	Both
6. Last Name	Both
7. DOB	Both
8. Status	Both
9. Gender	Both
10. Nationality	Both
11. ZIP Code	New
12. City	New
13. County	Both

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[1] Some of the data fields that are collected in both the current and revised ORR-5 have been reordered in the revised ORR-5.

[2] "Both" indicates that the data field is included in both the current and revised ORR-5.

[3] The current ORR-5 includes one field to report First, Middle, and Last Name. The revised ORR-5 separates that data into three unique fields.

14. Eligibility Date	Both
15. Migration Status	Both
16. Date of Migration	Both
17. Refugee Cash Assistance (RCA) Enrollment Date	Both
18. RCA Exit Date	Both
19. Refugee Medical Assistance (RMA) Enrollment Date	Both
20. RMA Exit Date	Both
21. Refugee Medical Screening (RMS) Enrollment Date	Both
22. RMS Exit Date	Both
23. Refugee Support Services (RSS) Enrollment Date	Both
24. RSS Exit Date	Both

Section II	
25. RSS FSSP English Ability	New
26. RSS FSSP Education Level	New
27. RSS FSSP Initial Primary Goal (G1)	New
28. RSS FSSP Initial Referral Relevant to G1	New

Section III	
29. Refugee Arrivals Data System (RADS) Case ID	New
30. RADS Individual ID	New
31. Alien Number	New
32. RSS FSSP Initial Primary Goal Met?	New
33. RSS FSSP Employment Status	New
34a. RSS FSSP Total Number of Months Employed Full-Time	New
34b. RSS FSSP Total Number of Months Employed Part-Time	New
34c. RSS FSSP First Employment Date	New
34d. RSS FSSP Best Hourly Wage	New
35. RSS FSSP How Was 12-Month Follow-Up Information Collected?	New

B. Timeline for Submitting the Revised ORR-5

The following table shows the schedule for submitting information on the revised ORR-5, by section, starting with the FY 2022 data.

ORR-5 Submissions	FY 2022 Served Population	FY 2023 Served Population	FY 2024 Served Population
FY 2023 Submission (Dec 2022 to Jan 2023)	Sections I & II	N/A	N/A
FY 2024 Submission (Dec 2023 to Jan 2024)	Section III	Sections I & II	N/A
FY 2025 Submission (Dec 2024 to Jan 2025)	N/A	Section III	Sections I & II

Sample Submission Instructions (using the dates provided in the chart above):
1. FY 2023 Submission: Section I for individuals served during FY 2022; Section II for individuals with an FSSP who enrolled during FY 2022; no Section III submission.
2. FY 2024 Submission: Sections I & II for individuals served during FY 2023; Section III for individuals with an FSSP who enrolled during FY 2022 based on the previous year Section II submission.
3. FY 2025 Submission: Sections I & II for individuals served during FY 2024; Section III for individuals with an FSSP who enrolled during FY 2023 based on the previous year Section II submission.

IV.   Upcoming Training and Contact Information

A series of training and Q&A sessions are being held to review the changes to the ORR-5 and the submission process.

If you have questions about the revised ORR-5 data collection form or instructions, please email draprograms@acf.hhs.gov.

Sincerely,

Ken Tota
Director, Refugee Programs
Office of Refugee Resettlement